

PERSONNELPersonal Telephone Calls/MailA. Personal Telephone Calls

Personal telephone calls are to be kept to the minimum in both time and quantity and are not to interfere with job responsibilities. Personal long distance calls are not to be made on the school telephone unless there is an emergency. Such emergency calls may be made with permissions of the principal. Such calls must be billed to the employee's home telephone.

B. Personal Mail

An employee shall not use the school address to receive personal mail on a regular basis.

Editor's Note

See also school board policy # 5-23.

Approved by Division Superintendent: April 6, 1987
Amended by Division Superintendent: June 9, 1992